

# **City of Takoma Park Recreation Department**

## **RECREATION SUPERVISOR II FOR TEEN PROGRAMMING**

**FULL-TIME  
GRADE 33**

**Hourly Range: \$26.42-\$29.36**

*Depending on Qualifications*

**+ Excellent Benefits**

The City of Takoma Park is seeking a Recreation Supervisor II to oversee the day-to-day operations of the Recreation Department's teen programming. The Teen Manager will develop and implement a wide range of programs that foster positive development that include recreation activities, health and fitness programs, prevention programs, and special events. This position will supervise staff and volunteers, participate in community problem solving, and have the ability to be flexible and change plans based on the needs of the youth/teen population. The Teen Manager will be committed to professional development and perform related duties as required.

### **TYPICAL DUTIES:**

- \$ Plan, organize, and implement programs for teens that foster leisure opportunities, healthy living, cultural unity, and community identity.
- \$ Make resource allocation recommendations to the Assistant Recreation Director based on program needs for personnel, equipment, and materials.
- \$ Research trends, demographics, and needs of youth and teens to evaluate current departmental programming and to plan strategically for the future.
- \$ Participate in the selection of new employees, supervise and evaluate part-time staff, program contractors, and volunteers.
- \$ Provide advisory support and act as liaison to community organizations and schools involved in teen programs.
- \$ Assist the Assistant Director in the management and monitoring of the teen program budget and recommend the prudent allocation of resources to accomplish program goals.
- \$ Develop public relations materials and strategic alliances with media for the marketing of programs and promotion of the benefits of youth programs to participants and the community.
- \$ Work cooperatively with community organizations and agencies to build coalitions that will improve services and programs for teens.
- \$ Prepare and present verbal and written reports to the City Manager, City Council, and community groups.
- \$ Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree from accredited college with major course work in recreation, human services, social work, or a related field and/or three years experience supervising teen or youth programs and activities in a recreation related field or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Valid State Driver's License.

CPR and First Aid Certification desirable.

## **SELECTION PROCESS:**

**Phase 1:** Review of applications and resumes to determine the extent and relevancy of experience and training as it pertains to the Recreation Supervisor II class specification. Application evaluation may involve written test and/or other appropriate screening tools.

**Phase 2:** Interview - Applicants will be interviewed by a team.

**Phase 3:** Employment Background Check - Employment background check will consist of reviewing past and current job performance, driving records, and criminal background check. Applicant must pass a routine drug and alcohol screening.

Applicant must score satisfactorily on all phases in order to qualify for the position.

## **CLOSING DATE:**

Position is open until filled; first review of applications will be March 23, 2012. Submit completed City application, letter of interest, and resume to Human Resources, City of Takoma Park, 7500 Maple Avenue Takoma Park, MD 20912 or fax to 301-270-8794. Applications are available online at: [www.takomaparkmd.gov](http://www.takomaparkmd.gov)



*Takoma Park is an Equal Opportunity Employer*

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City of Takoma Park Human Resources  
7500 Maple Avenue, Takoma Park, MD 20912  
301-891-7203